

## (AH0) Mayor's Office of Legal Counsel FY 2017 Draft Annual Performance Plan\*

Mayor's Office of Legal Counsel has the following strategic objectives for FY 2017:

### Strategic Objectives

Strategic Objectives describe what the agency will do, at a high level, to achieve its Mission. These are action- based sentences that define what an agency does for its customers, whether the customers are residents or other District agencies, and how that improves the District.

Objective Number	Strategic Objective
1	Provide advice, assistance, and counsel to the Mayor and DC agency attorneys on personnel- related matters, contracts, drafting of statues and regulations, real estate transactions, and compliance with FOIA.
2	Assist with the hiring, legal training, and retention of a highly qualified workforce of attorneys across the District Government.
3	Assist Government agencies in resolving intergovernmental issues in a manner consistent with the Administration's objectives and the best interest of the District of Columbia.
4	Adjudicate FOIA appeals brought against District agencies.
5	Advise agency staff on FOIA compliance, including facilitating FOIA training, scheduling FOIA training, and resolving other public records issues.
6	Create and maintain a highly efficient, transparent and responsive District government.**

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### Activities

Activities include the work that happens on a daily basis to help achieve the Strategic Objectives. Activity names come from the Budget linen items. This is further divided into Daily Services, (ex. sanitation disposal), and long- term Key Projects that are high profile, one-time and span several years, (ex. redevelopment of Walter Reed Army Medical Center). Many agencies will mostly have Daily Services, whereas some agencies that are more capital-based will have several Key Projects.

Activity Header	Activity Title	Type of Activity
<b>1 - Provide advice, assistance, and counsel to the Mayor and DC agency attorneys on personnel- related matters, contracts, drafting of statues and regulations, real estate transactions, and compliance with FOIA. (1 Activity)</b>		
Performance Management	Advises Mayor, Deputy Mayors and Agency Directors	Daily Service
<b>2 - Assist with the hiring, legal training, and retention of a highly qualified workforce of attorneys across the District Government. (2 Activities)</b>		
Performance Management	Review hiring, promotion, and disciplinary matter for all agency attorneys	Daily Service
Performance Management	Coordinate monthly legal training for all agency attorneys in order for them to meet legal training requirements	Daily Service

<b>3 - Assist Government agencies in resolving intergovernmental issues in a manner consistent with the Administration's objectives and the best interest of the District of Columbia. (1 Activity)</b>		
Performance Management	Provide advice and assistance to agencies on a range of issues that arise throughout the year	Daily Service
<b>4 - Adjudicate FOIA appeals brought against District agencies. (1 Activity)</b>		
Performance Management	FOIA adjudication	Daily Service
<b>5 - Advise agency staff on FOIA compliance, including facilitating FOIA training, scheduling FOIA training, and resolving other public records issues. (1 Activity)</b>		
Performance Management	Provide advice and training on FOIA compliance	Daily Service
<b>6 - Create and maintain a highly efficient, transparent and responsive District government.** (1 Activity)</b>		
Performance Management	Agency Management	Daily Service

### Key Performance Indicators\*\*\*

Key Performance Indicators measure how well an agency is achieving its Strategic Objectives. They are outcome oriented and should be used to answer the question, "What does the agency need to measure to determine success?"

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2015 Target	FY 2016 Target	FY 2017 Target
<b>1 - Provide advice, assistance, and counsel to the Mayor and DC agency attorneys on personnel- related matters, contracts, drafting of statutes and regulations, real estate transactions, and compliance with FOIA. (1 Measure)</b>						
Percent of agencies who MOLC collaborated with throughout the fiscal year	X	Not available	100%	Not available	100%	100%
<b>2 - Assist with the hiring, legal training, and retention of a highly qualified workforce of attorneys across the District Government. (3 Measures)</b>						
Number of attorneys that attended legal training courses	X	Not available	103	Not available	148	250
Number of surveys from legal training courses with high rating feedback on topics presented		Not available	69	Not available	70	150
Number of surveys from legal training courses with high rating feedback on speakers/presenters		Not available	70	Not available	66	150

<b>6 - Create and maintain a highly efficient, transparent and responsive District government.** (9 Measures)</b>						
Contracts/Procurement-Expendable Budget spent on Certified Business Enterprises	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Contracts/Procurement-Contracts lapsed into retroactive status	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Budget- Local funds unspent	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Budget- Federal Funds returned	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Customer Service- Meeting Service Level Agreements	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Human Resources- Vacancy Rate	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Human Resources- Employee District residency	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Human Resources- Employee Onboard Time	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Performance Management- Employee Performance Plan Completion	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016

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#### **Performance Plan End Notes:**

\*For more information about the new structure and components of FY 2017 draft performance plans, please see the FY 2017 Proposed Budget and Financial Plan, Volume 1, Appendix E

\*\*\*"Create and maintain a highly efficient, transparent and responsive District government" is a new Strategic Objective this year required for all agencies.

\*\*\*Key Performance Indicators that are new may not have historical data and may only have FY 2017 targets.